

Eagle Heights Spanish Immersion PTO Board Meeting
Meeting Notes
September 20th, 2015
6:30pm Dunn Brothers

- ❑ Call to Order

- ❑ Roll Call: Michelle Barnes (Co-President), Amanda Muhlbauer (Co-President), Kirsten Rhody (Co-Vice President), Kelly Weinblatt (Treasurer), Kelly Caruth (Secretary), Becky Hepper (Co-Classroom Rep Coordinator), Kristina LaVelle (Co-Classroom Rep Coordinator), Melissa Engler (Communications Chair), Stacey Stelter (SEF Chair)

- ❑ Reading & Approval of Minutes of the Preceding Meeting

- ❑ Approval of Agenda of current meeting

- ❑ Reports of Officers
 - ❑ Presidents –
 - ❑ Directories
 - ❑ Administrative Assistants, at EHSI it was Gala, used create the directories. This is no longer happening at any school in the district. School PTOs will now be responsible. More information to come after the October 1st information deadline.

 - ❑ Printing-
 - ❑ Please continue to use Docutech for all printing. It is the best price and easy to use. You email Suzanne Kramer with details. Also copy Mary if it needs to go in backpacks.

 - ❑ Playground Grant-
 - ❑ Terri wants us to proceed in applying for the Hennepin Youth Sports Grant. Applications can be submitted starting in January and are due in March. Terri suggested we look into community support from agencies who would also benefit-YMCA, EPSA, EPIC, etc. She will assist in getting pertinent information needed for the application. We will continue to look for volunteers with grant writing experience.

 - ❑ Google Drive-
 - ❑ Discussed Google Drive vs DropBox. It was decided that the PTO will switch to using DropBox.

- ❑ Website Feedback-
 - ❑ Michelle will be meeting with Josh, the webmaster, soon. The plan is to add a Paypal donation feature for Maraton. There will be an option to have donor pay for the fees. This button will stay up year round so anyone can donate at any time.
 - ❑ Will also find out about much traffic and what is being viewed on the site.
 - ❑ Also looking to post information about how much money is raised and how it is being used.

- ❑ Social Media-
 - ❑ Teachers were upset after seeing parent comments regarding what teachers their child got and how they felt about those teachers. Please be respectful and a good example for your child when using social media.

- ❑ By-laws-
 - ❑ After further review of bylaws and discussion with other PTO Presidents we have decided to continue to use the \$999 or more guideline to call for a general meeting vote during the school year. It is okay to approve purchases up to \$2500 without vote. However whenever possible we will call for a vote for purchases over \$999.
 - ❑ Picnic tables were a joint purchase that was board approved and within the bylaws guidance. These were split between the Oak Point and EHSI PTOs in addition to district funds. District was very supportive of this plan. The tables have already been put to good use. They will be a great outdoor learning environment for students.

- ❑ VPs
 - ❑ Duties on track

- ❑ Treasurer-
 - ❑ Current budget was reviewed.
 - ❑ MN Tax Exempt Status-If you are purchasing something you can fill out a form to get the items tax free. Tell the cashier when checking out. When getting reimbursed you will not get reimbursed for sales tax.

- ❑ Classroom Rep Coordinators

- Class Rep training is Thursday night and Friday.
 - Still looking for reps for one 1st grade class.
 - Class photographer names will be given to Sandi Lindquist & Kelly Weinblatt.

- Communications
 - Communications timeline was reviewed along with procedures.
 - Updated information for next eBlast.
 - Need to be more strategic about asking for help. Volunteer support is down.
 - Add more pics and fun posts, not just requests for help
 - It was suggested that we use class reps from previous years to pass along info at beginning of the year. This would help fill the gap until we have new groups establish.

- Secretary
 - Duties on track

- Volunteer Coordinator-
 - Found enough Book Fair helpers.
 - Still looking for Asst Treasurer and Asst Communications Chair.

- SEF-
 - Annual campaign off to a good start, up to \$20,000
 - Still looking for 2 Vice Chairs, does not need to move into the chair role
 - First round of email forms has been collected. The rest will be collected after Curriculum Night tomorrow. Will share with PTO.

- Upcoming PTO Events
 - 9/23 Coffee with Principal – Time Change 10:00am-new time, not 9:30
 - 9/28 PTO Board Meeting – 6:30pm
 - 10/1 Kinder Pump it Up event
 - Month of October: Maratón – new this year: Read your shirt day
 - Book Fair - need to update calendar with dates
 - Next PTO Board Meeting: 10/18 6:30 Dunn Brothers